



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION: **POLICY ANALYST, ECONOMIC AND TRADE ISSUES**
SALARY: Salary level **\$55,000 - \$75,000 per year**
(Salary level will be competitive and determined in light of education, position-related experience, and professional accomplishments)
POSITION INFO: Full-Time, Term Position. (The initial term typically is one year [but is renewable at the Commission's option]. The position is not covered by provisions of Chapter 5, U.S. Code that apply to Executive Branch employees regarding appointment, termination, competitive selection, and pay rules and regulations.)
DUTY LOCATION: Washington, DC
DATE AVAILABLE: **POSITION IS CURRENTLY OPEN**
CONTACT: Kathy Michels -- Email: kmichels@uscc.gov / Phone: (202) 624-1409
WHO MAY BE CONSIDERED: U.S. citizens

ABOUT THE COMMISSION: The Commission conducts its work and studies in the following areas: China's military buildup, proliferation practices, regional economic and security impacts, energy activities, activities in U.S. capital markets, and World Trade Organization compliance; U.S.-China bilateral programs; economic transfers between China and the United States; and the implications for the United States of restrictions on speech and access to information in China. The Commission's mission is to identify and make recommendations to Congress about matters of concern in these areas.

MAJOR DUTIES AND RESPONSIBILITIES:

Responding to direction from and coordinating with the Senior Policy Analyst for Economic and Trade Issues, or other senior USCC staff as directed by the Executive Director—

1. Monitors and assesses developments in the fields of economic and trade issues pertaining to China, Taiwan, and the Eastern Pacific Region, the trade balance between China and the United States, and how the health of the U.S. economy and its component industries and workforce are affected by U.S. trade with China and other Chinese activities. This includes China's adherence to its obligations as a member of the World Trade Organization, to U.S.-China bilateral trade agreements, and to multilateral trade agreements to which the United States is a party; China's economic strength and capability and the effects of its economic activities on the U.S. economy; the trends of China's economic and trade activities and performance and their implications for the U.S. economy; China's enforcement of intellectual property rights; China's use of prison labor and its adherence to pertinent U.S.-China bilateral agreements; the effects on U.S.-China trade of U.S. export controls directed at or affecting trade with China; and other topics as assigned.
2. Analyzes issues in the areas noted in paragraph 1, and prepares reports, position papers, and other information for and briefs the Executive Director, other USCC staff, and Commissioners.
3. Participates in drafting the Annual Report under the direction of the Executive Director, other senior USCC staff, and the Chairman.
4. Establishes and maintains liaison with officials of federal agencies and others who have official responsibilities for and take official actions on matters noted in paragraph 1.
5. Identifies experts and authorities regarding issues in the areas noted in paragraph 1 and recommends them to the Executive Director, other USCC staff, and Commissioners as potential participants in USCC public hearings, issue roundtables, and unclassified and classified briefings to enhance the USCC's knowledge of these issues areas and events pertaining to them.
6. Working with the Chairman, Commissioners designated as hearing co-chairs, and other USCC staff, fulfills the lead or supporting staff responsibilities when and as assigned with respect to planning, organizing,

recommending panel participants and other witnesses for, and preparing briefing materials for Commissioners pertaining to Commission public hearings; proofreading and correcting the transcripts of those hearings; and summarizing the testimony from the hearings so it can be transmitted to Congress.

7. Drafts, edits, and finalizes analytical and other information about issues noted in paragraph 1 for the Commission to send to members of Congress and their staff to increase their knowledge of those issues and to recommend appropriate responsive actions.

8. Performs such other duties as may be assigned by the Senior Policy Analyst for Economic and Trade Issues, or other senior USCC staff as directed by the Executive Director.

KEY REQUIREMENTS:

- Knowledge of U. S. trade laws, regulations, and procedures; the World Trade Organization and its regulations and procedures; other multilateral organizations through which the complexion and process of global trade, financial, and economic activity is determined; and the structure, missions, capabilities, budget, and activities of U. S. government agencies with responsibilities for conducting or supervising bilateral and multilateral trade and economic relations for the United States.
- Knowledge of economics and the application of economic principles in U. S. bilateral and multilateral trade, financial, and economic relationships.
- Knowledge of the trade policies and practices of the People's Republic of China, Taiwan, and Hong Kong, and the organization and structure of the agencies of the governments of these jurisdictions with responsibilities for determining, supervising, and conducting trade policies and bilateral and multilateral trade relationships.
- Knowledge of the overall status and complexion of international trade, with special emphasis on the activities of the People's Republic of China, Taiwan, and Hong Kong in that status and complexion.
- Knowledge of the trade and economic policies and goals of the United States Congress and Executive Branch, especially those pertaining to the People's Republic of China and Taiwan and, more broadly, to the Asia-Pacific Region.
- Knowledge of the People's Republic of China, Taiwan, and the Chinese culture.
- Familiarity with U.S. export control policies, laws, and practices.
- Familiarity with the field of experts on economics and trade activities in which China, Taiwan, and the Asia-Pacific region are involved.
- Familiarity with sources of electronic and print information about China and Taiwan.
- Strong analytical and research skills, including demonstrated ability to accurately and thoroughly analyze data and make informed, critical judgments about issues.
- Demonstrated ability to present information clearly— orally and in writing.
- Demonstrated ability to work effectively as a member of a team.
- Ability to pass Security Background Investigation to obtain Top Secret/SCI clearance.

HOW TO APPLY:

You may submit an application for this position by e-mailing a résumé or submitting form OF-612 containing the information outlined below under “**What should be included in your Application?**” **Applications should be emailed to kmichels@uscc.gov.** Applications may be submitted until the position is filled. Applicants not selected will be notified when it is filled.

WHAT SHOULD BE INCLUDED IN YOUR APPLICATION?

You may submit a résumé using the Optional Application for Federal Employment (OF-612), available at http://www.opm.gov/forms/pdf_fill/of612.pdf, or another written application format of your choice. **You must include all the information requested below or your application will not be considered.** The application form

and job information and application requirements are also posted to the Commission's Web Site at <http://www.uscc.gov/jobopportunities.php>.

Information to be Included in Application

1. Title of the position for which you are applying.

Personal Information:

2. Full name, mailing address (with zip code), day/evening telephone numbers (with area code), and e-mail address.
3. Social Security Number. [NOTE: Giving your Social Security Number is voluntary. However, we may not be able process your application without it.]
4. Country of Citizenship.
5. If you have a current Federal government security clearance, identify its level.

Education:

6. Colleges and/or Universities attended. For each, provide:
 - City, state and zip code.
 - Major field(s) of study.
 - Type and year of degree(s) received. If no degree received, show total credit hours received (in semester hours or quarter hours, as applicable).

Work Experience

7. Paid or non-paid positions you have held related to the job for which you are applying (do not provide copies of job descriptions). For each job provide:
 - Job title.
 - Duties and accomplishments, particularly those related to the **Key Requirements** for the position listed above.
 - Number of hours worked per week.
 - Employer's name and address.
 - Starting and ending dates of employment (month and year).
 - Supervisor's name and current phone number. **Indicate if your current supervisor may be contacted.**
8. If you have ever been employed by the Federal Government, indicate the highest Federal civilian grade held, the job series, and the dates of employment at that grade.

Writing Sample:

9. Applicants are requested to submit a writing sample, preferably an essay on a topic related to economics, trade, current affairs, history, or culture.

Desirable Qualifications: [Not required, but may be considered in this selection]:

10. Experience living or working in the People's Republic of China, Taiwan, or Hong Kong
11. Ability to speak Mandarin Chinese and/or read Chinese.
12. Work as a member of the staff of the U.S. Congress, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region.
13. Work within the U.S. Executive Branch, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region.
14. Graduate degrees (including law degree) or course work, especially if focused on (a) Chinese culture, history, language, etc., or broader Asian culture, history, language, etc.; and/or (b) international relations or security studies.

Other Qualifications:

15. Position-related training courses (title and year).
16. Job-related skills (e.g., computer software/hardware, and specialized database programs, etc).

17. Job-related certificates and licenses.
18. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

Do not send copies of any documents unless specifically requested.

WHAT TO EXPECT AFTER APPLYING:

After submitting an application for this position, each applicant will receive an e-mail confirming receipt of application materials, and will be contacted if we wish to schedule an interview or require additional information.